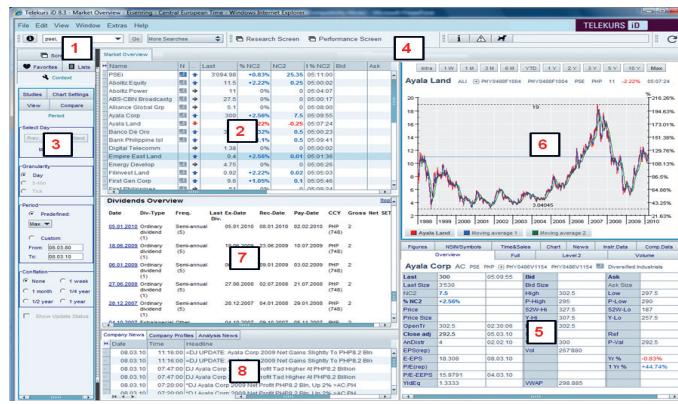


## Quick Reference Guide for Telekurs iD



### Navigation

#### Multiple Navigation Possibilities:

- Entry field (e.g. command line)
- Drag & drop
- Double-clicking
- Clicking on the right mouse button

**Tip 1:** The rows of a quote list can be marked in alternate colors in "User Preferences" ("Display Preferences"/"Alternating Rows").

**Tip 2:** Change the color of the quote updates in "User Preferences" ("Display Preferences", "Update Color Scheme").

### User Preferences

1. In the "File" menu, click on the menu item "User Preferences".
2. Change the parameters according to your needs.

3. Click on "Save".

**Tip 1:** An e-mail address must be entered for the "Limit Minder".

**Tip 2:** Choose your preferred language version (German, English, French, Italian or Spanish).

**Tip 3:** Select your preferred securities identification system (e.g. Swiss Valor no., WKN, ISIN).

### Command Line (search functions) 1

#### Search Entry

1. Enter the search criterion (name, symbol, ISIN, NSIN).
2. Press "Return" or click on "OK".

**Tip 1:** If you enter the trading place, you will directly receive the desired instrument (e.g. IBM, NYX).

**Tip 2:** If you enter the NSIN followed by a comma (e.g. 1200526,), the most liquid trading place is automatically accessed.

### Shortcuts

1. Enter a shortcut (e.g. .SMI opens the "SMI Constituents" list).
2. Press "Return" or click on "Go".

**Tip:** For an overview of all shortcuts, click on i.

### Lists 2

#### Open Predefined Lists

1. Click on the "Lists" tab.
2. Double-click on the "Country List" or "Global List" folder.
3. Double-click any list.

**Tip 1:** "Lists" can also be opened with drag & drop: keeping the left mouse button pressed, drag a list from the sidebar into the display area.

**Tip 2:** "Lists" can also be opened via the "Context" menu (right mouse button) as a "Heatmap", "Multi-tab List" or "Ticker".

### Create User Lists

1. In the "File" menu, click on the menu item "New List".
2. Add instruments from existing lists to the open window with drag & drop or by making an entry in the "command line".
3. In the "File" menu, click on the menu item "Save List as...".
4. Enter the name you wish to use.
5. Press "Return" or click on "OK".

### Sort Lists

1. Double-click on the desired column header.
2. Double-click again to re-sort the list in the reverse order.

### Create Styles

"Styles" defines the columns displayed in a list with details of the listings and their sequence.

1. Click on the column heading with the right mouse button.
2. Click on "Add Field...".
3. Search a data field or use the filter to choose a data group and then a data field.
4. Right mouse-click "Add" or "Add after...".

**Tip:** Go to "Filter" and select the option "relevant fields only" to obtain precisely the information you need for the instrument type concerned.

### Assign Styles

1. In the sidebar click on the Context tab.
2. Select the desired "style" by double-clicking on it or by using drag & drop.

### Screens (Market Overviews)

#### Open Predefined Screens

1. Click on the "Screens" tab on the left-hand side of your screen.
2. Open the "Global Screen" or "Country Screen" folder.
3. Select a "screen" in the sidebar.
4. Open the screen by double-clicking on it.

**Tip:** Once you have opened a "screen", you can define this as your "startup screen" by clicking on its tab with the right mouse button and by choosing the "Add to Startup Screens" option.

### Create Screens

1. In the "File" menu, choose the "New screen" item.
2. Click on "Lists" on the left-hand side of your screen.
3. Open the "Global Lists" or "Country Lists" folder.
4. Open the desired list by double-clicking on it.
5. You can add "Charts", "News" and/or "Orderbooks" if you wish.
6. In the "File" menu, click on "Save screen as...".
7. Enter the name you wish to use.
8. Press "Return" or click on "OK".

**Tip 1:** To cancel a change in a screen, click on the relevant tab with the right mouse button and choose the "Revert to original" option.

**Tip 2:** In the Favorites tab you can change the order of "startup screens" with drag & drop, so that the bottommost screen will be displayed as the active (visible) screen.

### Context (Viewer Control) 3

"Context" shows each of the possible setting options for a specific function and is adapted to the activated viewer. "Context" always relates to the section in the display area marked with a blue border.

### Call Up Context

1. In the sidebar click on the "Context" tab.
2. For each function select the parameters according to your own preferences.

### Favorites (Quick Access) 4

You can save "lists" and "screens" under Favorites.

### Create Favorites

1. Select a "list" or "screen" in the sidebar.
2. Click on the right mouse button and choose "Add to Favorites".
3. Under "Favorite Properties" enter the information you wish.
4. Press "Return" or click on "OK".

### Top Favorites

If you save favorites in the "Top Favorites Bar" sub-folder, they will be displayed in the Top Favorites symbol bar and can be opened from there with a single click.

**Tip:** You can also use drag & drop to move "lists" or "screens" straight into the "Top Favorites" symbol bar.

### Quotes (Overview of Prices and Instruments) 5

1. Click on the right mouse button and choose "Open Single Quote" or enter the corresponding shortcut i in the command line.
2. Choose the view you wish by clicking on one of the following tabs:

Overview | Full | Level 2 | Volume | Figures | NSIN/Symbols | Time&Sales | Chart | News | Instr.Data | Comp.Data

### All Trading Places

Click on the right mouse button and choose "Open all Sources" or enter the corresponding shortcut i in the "command line".

## Derivative Instruments

1. Click on the right mouse button and choose "Open derivatives". Choose from Options, Warrants, Futures or Options on Futures.
2. Select the desired filter parameters in **Context**.

## Chart + Time Series **6**

1. Click on the right mouse button and in the "Chart + Time Series" menu item choose the desired display type ("Intraday Chart"/"History Chart", "Intraday Time Series"/"History Time Series") or enter the corresponding shortcut in the "command line".
2. Select the desired parameters in **Context**.

**Tip:** You can save your personal chart settings.

## Limits

1. Click on the right mouse button and choose "Add Limit" or enter the corresponding shortcut **1** in the "command line".
2. Fill in the "Limit Settings" window with the desired values.
3. Click on "OK".

**Tip:** Set an alarm so that you are alerted by a pop-up window, an acoustic warning or an e-mail when the limits are reached.

## Watchdog

1. Click on the right mouse button and choose "Add to Watchdog" or open in the menu bar. Then enter the relevant instrument in the "command line" (e.g. NOVN, SWL).
2. Activate or deactivate the desired message types by ticking them.

**Tip:** You can simultaneously save all instruments in a Watchdog list. Use the sidebar to select a list, click the right mouse button and choose "Add to Watchdog". You can do the same with a portfolio.

## Corporate Key Figures

1. Click on a listing with the right mouse button and choose "Company information".
2. Select the "Analysis" menu item. This gives you access to various suppliers, including FactSet, theScreener, Hoppenstedt and EcoFact.



Our helpdesks can be contacted on:

Country	Phone no.	Country	Phone no.
Switzerland	+41 44 279 55 55	Luxembourg	+352 261 16 16
Austria	+43 1 532 45 71 0	Monaco	+377 97 97 71 61
Belgium	+32 2 7900 500	Morocco	+212 522 27 64 10
Canada	+1 416 915 41 21	Netherlands	+31 20 3012 888
Denmark	+45 33 41 11 11	Norway AS	+47 23 32 66 20
Finland	+358 207 33 40 43	Scotland	+44 131 718 6006
France	+33 1 55 35 11 88	Singapore	+65 6338 3808
Germany	+49 69 717 00 0	Spain	+34 91 577 55 00
Hong Kong	+852 2971 0388	Sweden	+46 8 58 61 6300
Ireland	+353 1 213 0722	United Kingdom	+44 20 7550 5000
Italy	+39 02 76 45 631	USA	+1 203 353 8100
Japan	+81 3 3808 2271		

## Basic Data & Events (Corporate Actions) **7**

Click on the right mouse button and in the "Instrument Info" menu list choose the desired display type or enter the corresponding shortcut in the "command line".

Depending on your iD package, you can choose from the following sections

- Instrument summary
- Instrument details
- All corporate actions
- Markets
- NSINs
- Documents
- Dividends
- Custom page

## Search Functions

### Quick Search

1. Enter a search term in the "command line" (e.g. "BHP Billiton").
2. Enter one of the following search parameters in **Context**, if you wish:
  - Quotes
  - Instrument
  - Company
  - Trading place
  - News
3. Complete the search mask with the desired details, if you wish.
4. Press "Return" or click on "OK".

### Extended Search

1. Click the "More Searches" pull-down menu to the right of the "command line".
2. Choose the search you want (e.g. equities, bonds, derivatives, corporate actions, issue calendar, etc.).
3. Complete the search mask with the desired details.
4. Press "Return" or click on "Search".

**Tip:** In the "Status" selection field you can decide whether your search should include active, inactive or all instruments. You can also set this selection as the default in your "User Preferences".

## News **8**

### News Headlines

1. Enter the shortcut ".n" or ".news" in the "command line". A window will appear with the 100 latest news headlines from all available agencies and languages.
2. If you wish to filter these headlines, select "Provider" and "Topics" in **Context**.
3. Click on "Search".

### News Search

1. In the "More Searches" pull-down menu, click on "News".
2. Enter one or more search criteria.
3. You can additionally filter with "Provider" and "Topics", if you wish.
4. Press "Return" or click on "Search".

## Export - Import

### Export (Static)

1. In the desired "list", click with the right mouse button on "Export" and choose the "All" option.
2. Enter the file names in the pop-up window.
3. Press "Return" or click on "OK".

**Tip:** For this function, a corresponding path must always be defined in "User Preferences" ("Export/Import Path").

### Export (Dynamic)

1. In the desired list, click with the right mouse button on "Dynamic Excel Export (DDE) or Telekurs FinXL" and choose the "All" option.
2. Open Excel and copy and paste directly into the worksheet.

**Tip:** The Excel add-on "Telekurs FinXL" allows you to export data directly using Excel without having to start up Telekurs iD. Consult the user manual in the "Help" menu for instructions on how to use "Telekurs FinXL".

## Import

1. Save the desired securities numbers as a CSV file in the folder defined under "Export/Import Path" in "User Preferences".
2. In the "File" menu, click on "Import...".
3. Choose the desired file in the pop-up window and define it under "ID Number System" and, if you wish, "Most Liquid Trading Place".
4. Click on "Import".

## Portfolio

1. In the "File" menu, click on "New Portfolio".
2. Select the desired portfolio currency.
3. Press "Return" or click on "OK".
4. Add instruments using drag & drop.
5. Enter the portfolio details.
6. Click on "OK".

## Bond, Option and Broken Date Calculators

1. Click on the "File" menu and choose "Open Calculator".
2. Under "Open Calculator" you have access to the "Bond Calculator", various "Option Calculators" and the "Broken Date Calculator".

**Tip:** You can also access the desired calculator directly by right-clicking on the relevant instrument.

## Additional Information

For the latest information about Telekurs iD and SIX Telekurs:

- Click on **i**.
- Go to [www.telekursid.com](http://www.telekursid.com) or [www.six-telekurs.com](http://www.six-telekurs.com).

## Help

The following information can be found in the "Help" menu:  
Contents (help), What is this?, User Manual (PDF), Shortcut Overview, Tables, About, Entitlements.